



**EMBASSY OF THE
UNITED STATES OF AMERICA
P.O. BOX 606 - 00621, VILLAGE MARKET
NAIROBI, KENYA**

November 19th, 2020

Dear Prospective Offeror,

SUBJECT: RFQ.NO. PR9563889 - JANITORIAL SERVICES IN WESTERN KENYA.

The Embassy of the United States of America, Nairobi, invites you to submit a proposal for provision of janitorial services at CDC KEMRI-CGHR offices in Kisian Kisumu, based on the provided Scope of work.

The U.S. Government intends to award a Purchase Order to a responsible vendor submitting a technically acceptable quotation at a reasonable price. This RFQ does not commit the Embassy to make any award and the solicitation may be cancelled in part or entirely without any obligation on our part.

Your proposal **MUST** be submitted in **TWO** forms as follows;

1. **RFQ No. PR9563889 - FINANCIAL PROPOSAL:** This entails a detailed **price quotation** indicating with unit price for each line item and total prices (*Must be on the Company Letter Head or have Company Stamp/ Seal including your quotation Reference Number*).
2. **RFQ No. PR9563889 - TECHNICAL PROPOSAL:** This entails **detailed technical specifications of the proposed service**. (*Must not have your company name/ Letter Head or Company Stamp/Seal i.e. it should be on a plain paper*). *Your quotation reference number is required on this which matches the price proposal number for identification purposes*).

Bidding Start Date: November 19th, 2020.

Bid Closing Date: December 3rd, 2020 2.00PM East African time.

The RFQ should be submitted via email, addressed to The Contracting Officer, America Embassy through; **NairobiGSO-bids@state.gov**, with a copy to **NandieJJ@state.gov**.

The U.S. Government intends to award a Purchase order to the responsible vendor submitting a technically acceptable proposal with the lowest price, based on initial quotation without holding discussions, although, we may hold discussions with Service Providers in the competitive range, if there is need to do so. Prior to contract award, the successful offeror(s) will be required to have a DUNS number and be registered in SAM/COR through the following sites: DUNS – www.dnb.com and SAM/CCR www.sam.gov.

Sign and send back the attached memo on Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment (Clause 52.204-24 & 52.204-26) indicating if you do/do not deal in/ use covered telecommunication equipment and services.

All taxable supplies (goods and services) to the United States Embassy in Kenya are exempt from Value Added Tax. See the VAT Act, 2013, 2nd Schedule, Part B 'Zero Rated Supplies to Public Bodies, Privileged Persons and Institutions', para (3). Vendors are therefore required to present invoices without a tax element, i.e., indicate 0% VAT on all invoices. The Purchase Orders or Contracts issued by the United States Embassy will serve as the basis for the Zero Rating when vendors are accounting for VAT with the Kenya Revenue Authority. Note also that our Terms of payments are 30 days' credit, upon receipt of proper payment documents.

Any questions regarding this solicitation should be directed to the GSO **Contracting Officer, Nairobi** via NairobiGSO-bids@state.gov and NandieJJ@state.gov, during regular business hours.

//Signed//

Aisha O'Neal
Contracting Officer